

DEPARTMENT OF CONSUMER AFFAIRS
COURT REPORTERS BOARD OF CALIFORNIA
MINUTES OF THE OPEN SESSION
October 20 – 21, 2006

1. CALL TO ORDER/INTRODUCTION OF NEW BOARD MEMBER

Ms. Karen Gotelli, Chair, called the meeting to order at approximately 9:45 a.m. at the MIG, Inc. headquarters in Berkeley, California. Roll call was then taken to establish a quorum for the meeting.

Board Members Present:

Karen Gotelli, Chair
John Hisserich, Vice Chair
Yvonne Fenner
Gregory Finch
Toni O'Neill

Staff Present:

David E. Brown, Executive Officer

Facilitator:

Daniel Iacofano, MIG

Ms. Gotelli then introduced the newly appointed Board member, Ms. Toni O'Neill. Ms. Gotelli gave a short biography of Ms. O'Neill.

2. MINUTES OF JUNE 23, 2006 BOARD MEETING.

Ms. Gotelli asked the Board members if they had reviewed the minutes from June 23, 2006. The Board members indicated that they had reviewed the minutes. Mr. Hisserich stated that he had a problem with Item #2, DISCUSSION OF MINUTES FROM APRIL 29, 2005 MEETING. The description under that heading was confusing as to what transpired from that discussion. The Board directed Mr. Brown to clarify the description under Item #2.

Mr. Finch made a motion to accept the minutes of June 23, 2006 with the amendments to Item #2, DISCUSSION OF MINUTES FROM APRIL 29, 2005 MEETING. Mr. Hisserich seconded the motion. **MINUTES ADOPTED AS AMENDED.**

3. CLOSED SESSION – DISCIPLINARY MATTERS

There were no closed session items. The Board continued with item 4.

4. STRATEGIC PLANNING

Ms. Gotelli outlined the purpose of the meeting – to develop a strategic plan for the Board members to consider implementing over the next short-term period. She then asked members of the public to identify themselves. In attendance were Kelly McCarthy, COCRA; Sheri Turner, CCRA; Sandy Bunch VanderPol CCRA. Ms. Gotelli then introduced the meeting facilitator, Mr. Daniel Iacofano. Mr. Iacofano gave a short bio of the company and his background. Mr. Brown reminded the group that the information provided in the Board packets, including the testimony of DRA, was available at the meeting in the back of the room. All Board members indicated that they had read all materials prior to the meeting.

Mr. Iacofano asked the Board members to give a short background of themselves. Mr. Iacofano then proceeded to outline the scope of the meeting, to develop a plan for the Board. The meeting would focus on the key components for plan development including to identify: 1) Board goals and accomplishments; 2) An environmental scan of issues impacting the reporting profession/Board; 3) Strategic issues about Board business; 4) A review of the Board's mission, vision and values and an action plan/goal setting section building on the information developed from these categories that would incorporate timelines/assigned responsible parties. Mr. Iacofano reminded the group that the session was to formalize a plan, not to solve the issues identified nor to design a mechanism to address the issues presented. Those elements would occur after the Board adopted the final plan. With the input of Board members and the members of the public, Mr. Iacofano then proceeded in the strategic planning process.

At the end of the day, the group had provided sufficient details and information to develop a background for the establishment of a Board action plan/goals. Through this interactive process with a full Board and industry participation, the group was able to categorize the discussions under subcategories of: Board Goals/Accomplishments, Environmental Scan, Strategic Issues, Review of CRB Mission.

The Board updated its mission, vision and values in preparation for the ultimate step of planning identifiable goals and timetables. It was agreed to have a brief summary of the October 20 meeting as a review for the October 21 goal setting day. Mr. Iacofano believed that the Board had considered sufficient data to be able to finalize goals on the next day. Ms. Gotelli requested comments from the public and then adjourned the meeting at 3:15 pm.

October 21, 2006

Ms. Karen Gotelli, Chair, called the meeting to order at approximately 8:55 a.m. at the MIG, Inc. headquarters in Berkeley, California. Roll call was then taken to establish a quorum for the meeting.

Board Members Present:

Karen Gotelli, Chair
John Hisserich, Vice Chair
Yvonne Fenner
Gregory Finch
Toni O'Neill

Staff Present:

David E. Brown, Executive Officer

Facilitator:

Daniel Iacofano, MIG

(There were no members of the public in attendance this day).

Mr. Iacofano started the meeting by recapping the events from the preceding day. He reviewed the Boards Goals/Accomplishments, Environment Scan, Strategic Issues, mission statement, vision, values, goals. The Board then discussed the application of these elements to the strategic planning process and the establishment of goals. In order to identify goals, the Board established primary categories based on the discussions from the October 20, 2006 planning meeting. Those categories were: Professional Qualifications, Practice Standards, Enforcement, Consumer Information, and Organizational Effectiveness.

The Board discussed each of the factors identified at the October 20 meeting and began to group those issues under the appropriate categories and to establish goals for those issues. After discussions took place, the Board established the goals/timetables as indicated on the attached Chart A. The Board agreed to restructure the Board's existing committees through the realignment/reestablishment of committees/task forces as needed in concert with the categories outlined in the above paragraph. The new committees/task forces would be established at the direction of the Chair after the approval of the final strategic plan. The Board members indicated their interest in specific areas pending final completion of the strategic plan. The members also indicated a willingness to serve in any goal session as needed. The stated interests were as follows: Professional Qualifications, Toni and/or John; Practice Standards, Toni and/or Yvonne; Enforcement, Greg and/or John; Consumer Information, Greg and/or John; Organizational Effectiveness, all Board members. Ms. Gotelli indicated her interest in every area and would consider assignments based on individual member's interests.

5. PUBLIC COMMENT

At the request of the Chair, the public was invited to fully participate during the meeting. There was no public comments separate from or after the meeting discussions.

6. ADJOURN

Ms. Gotelli adjourned the meeting at 12:05 p.m.

KAREN GOTELLI, Chair

DATE

DAVID E. BROWN, Executive Officer

DATE